

# GROUNDSKEEPER I/II

# Purpose:

To actively support and uphold the City's stated mission and values. To operate small and medium size maintenance and transportation equipment and to perform semi-skilled labor in construction, maintenance, and related service activities for the City's parks, golf courses, athletic fields, cemetery and public right-of-ways.

# **Supervision Received and Exercised:**

### Groundskeeper I

Receives immediate supervision from the Parks and Golf Course Supervisor or from other supervisory or management staff. May exercise function and technical supervision over community service workers and/or volunteers.

### Groundskeeper II

Receives general supervision from the Parks and Golf Course Supervisor or from other supervisory or management staff. May exercise functional and technical supervision over lower level maintenance staff, community service workers and/or volunteers.

# **Distinguishing Characteristics:**

#### Groundskeeper I

This is the entry-level class in the Groundskeeper series. This class is distinguished from the Groundskeeper II class by the performance of the more routine tasks and duties assigned to positions within the series including general ground maintenance and the operation of the more routine and less complex equipment. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

# Groundskeeper II

This is the full journey level class within the Groundskeeper series. Employees within this class are distinguished from the Groundskeeper I by the performance of the full range of

Page 1 of 4

## CITY OF TEMPE

Groundskeeper I/II (continued)

duties as assigned including the mixing and application of pesticides and operation of more complex equipment. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, require previous Groundskeeper experience. Appointment to the higher classification requires that the employee be performing the full range of duties assigned to the class, as well as possession of an appropriate, valid Arizona Structural Pest Control Applicator's License.

## **Essential Functions:**

Duties may include, but are not limited to, the following:

- Water, mow, weed, trim, aerate, renovate and fertilize lawns.
- Plant, water, fertilize and maintain landscaped areas consisting of bushes, trees, flowers and shrubs.
- Trim and prune bushes, trees and shrubs; stake trees as necessary.
- Rake leaves and clear debris from walks, fields, courts and other facilities.
- Pick up litter and debris; empty trash receptacles and transport rubbish to the local landfill.
- Inspect playground equipment, picnic tables, barbecues and other related parks equipment and facilities; report needed repairs to supervisor.
- Perform minor maintenance and repairs to fences, bleachers and irrigation systems.
- Prepare athletic fields for sports activities; measure and lay out field lines, bases, and goal nets; maintain surrounding landscape.
- Participate in the excavation of grave sites; set vaults and sectionals; mix and finish cement for burial markers; assist the public and cemetery personnel in burial activities as required.
- Change golf course set up; move tee markers and cups.
- Perform custodial and general maintenance duties in and around restrooms, locker rooms and clubhouse as required.

#### CITY OF TEMPE

Groundskeeper I/II (continued)

- May mix chemicals and fertilizers according to predetermined formula and operate spray rig to apply chemicals and fertilizers to trees, shrubs, grass and flowers to control weeds, insects and plant diseases; set and monitor rodent traps.
- Drive and operate equipment on routine assignments including tractor, small backhoe, dump trucks, rider mower and equipment trailers.
- Operate small and medium size equipment such as blowers, weed eaters, trimmers, edgers, chain saws, mowers, and power washers.
- Clean and care for tools and equipment; perform minor repairs on equipment and report the need for major repairs; check and adjust fluid level; grease and lubricate moving parts as required; handle and transport fuel for equipment; identify equipment needs for each assigned project.
- Respond to requests and inquiries from the general public; maintain daily work logs; and utilize proper safety precautions related to all work performed.
- Set up funeral services with mortuaries; install curbing and grave markers; locate burial spaces and assist with requests by citizens.
- Coordinate event preparations with sports and other user and special event groups.
- Inspect and maintain skate park and dog run.
- May train and supervise staff as required.
- Perform related duties as assigned.

## **Minimum Qualifications:**

### **Experience:**

#### Groundskeeper I

Six months of increasingly responsible experience in gardening, care or maintenance of lawns or golf courses.

### Groundskeeper II

CITY OF TEMPE

Groundskeeper I/II (continued)

One year of increasingly responsible experience mixing and applying pesticides, operating parks or golf course equipment, and performing parks and golf course maintenance duties comparable to that of a Groundskeeper I in the City of Tempe.

**Education:** 

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

### **Licenses/Certifications:**

### For both levels:

Requires the possession of a valid driver's license at time of hire.

# Groundskeeper II

Possession of an appropriate, valid Arizona Structural Pest Control Commission Certification in the following categories: Turf & Ornamental and Weed. Continued employment in this classification requires annual renewal of certifications per State of Arizona Structural Pest Control Commission Laws and Administrative Rules 32-2312, Section C.

# **Examples of Physical and/or Mental Activities:**

None

**Competencies:** 

None

Job Code: 074/091

Status: Non-Exempt / Classified